



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael S. Schwartz, Director

MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *FC*
Bureau of Communication and Computer Services

DATE: April 6, 2000

SUBJECT: Cellular Equipment

Effective immediately, please be advised that state agencies will no longer be required to forward old leased cellular phones and related equipment to CMS. When upgrading equipment or when equipment is no longer needed, agencies are responsible for disposing of the old equipment in accordance with the State's property control rules. Please contact your agency's designated property control officer for proper procedures for disposing of (i.e., surplus) state-owned equipment within your agency.

It is important to note that this equipment, including batteries, battery savers, chargers, carrying cases, etc., is owned by the State of Illinois and must be disposed of properly. Some of the old cellular equipment may still contain a CMS property control tag, but agencies may ignore this tag when disposing of the equipment.

Please contact Tracie Cook at (217) 557-3304 or Lindsay Harris at (217) 557-1652 if you have any questions.

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